



King County Board of Ethics
Bank of America Tower
701 Fifth Avenue, Suite 3460
Seattle, WA 98104 MS BOA-ES-3460
206-296-1586 Fax 206-205-0725
board.ethics@metrokc.gov/ethics/

KING COUNTY BOARD OF ETHICS MEETING NOTICE

When: Monday, July 19, 2004, 4:30 p.m.

Where: Bank of America Tower
701 Fifth Avenue, 34th floor
Conference Room, Suite 3460
Seattle, WA 98104

AGENDA

1. ***Approval of Agenda***
2. ***Approval of Meeting Minutes of June 28, 2004***
3. ***Meeting with Executive 7/15/04.*** Report from chair.
4. ***Meeting Schedule.*** Review and plan remainder of 2004 schedule.
5. ***Archival Documents.*** Vote on distruction of documents.
6. ***Financial Disclosure Statement.*** Review revised text.
7. ***Event for Board and Commission Chairs.*** Review event plans.
8. ***Staff Report***
 - Staff Informational Response Summary
 - Tri-Jurisdictional Statement of Common Principles - update
 - Proposed Ordinance Relating to Oaths for Disclosure Statements and Forms Under the Code of Ethics – update

Upon advance request, reasonable accommodations for people with disabilities
are available by calling 206-296-1586 or 771 TTY
ALTERNATE FORMATS AVAILABLE



King County Board of Ethics
Bank of America Tower
701 Fifth Avenue, Suite 3460
Seattle, WA 98104 MS BOA-ES-3460
206-296-1586 Fax 206-205-0725
board.ethics@metrokc.gov/ethics/

Minutes of the July 19, 2004, Meeting of the King County Board of Ethics

The July 19, 2004, meeting of the King County Board of Ethics was called to order by Chair Price Spratlen at 4:33 p.m. Board members in attendance were:

Lois Price Spratlen, Ph.D.
Roland H. Carlson
Margaret T. Gordon, Ph.D.
Rev. Paul F. Pruitt
Jerry Saltzman

Others in attendance:

Catherine A. Clemens, Administrator, King County Board of Ethics
Alan Abrams, Senior Deputy Prosecuting Attorney and Board Counsel

1. *Approval of Agenda.* Rev. Pruitt moved and Mr. Carlson seconded that the board approve the proposed agenda. The board unanimously adopted the motion and the agenda was approved.

Chair Price Spratlen asked for introductions from those present.

Members Gordon and Saltzman arrived at 4:35 p.m.

2. *Approval of Meeting Minutes of June 28, 2004.* Mr. Saltzman moved and Rev. Pruitt seconded that the board approve the June 28, 2004, special meeting minutes. The board unanimously adopted the motion and the minutes were approved.

3. *Meeting With Executive 7/15/04.* Chair Price Spratlen briefed the board on her meeting with the executive that included Mr. Carlson and Chief Administrative Officer Paul Tanaka. The group discussed four issues. First, members informed the executive of the tri-jurisdictional statement drafted by Dr. Gordon and Mr. Saltzman. Second, the discussion item related to non-compliance with the financial disclosure program by county board members was moot because all five members, previously out of compliance, had either left their respective boards or had filed by July 15th. The chair also informed the executive that the board was appreciative of Mr. Abrams' advice related to this issue. Mr. Abrams had advised on how the board might implement the code in an effective and incremental way designed to notify affected county employees and the executive of the board's plans to send a letter to the non-compliant members requiring that they file or state why they would not file. This systematic approach will be employed in subsequent years for non-filers. Mr. Carlson agreed that it was right and proper that the board went forward as advised, with advance notice to the executive. Third, the members briefed the executive on its presentation to the council's Committee of the Whole on June 28th. And fourth, members requested executive support for increased ethics funds in 2005 based on its past performance and achievements. Mr. Tanaka indicated that the 2005 budget request included a request for additional funding for ethics office operations. The chair reported that the executive was complimentary of its work, and stated that the educative approach used by this board has been an effective way

to make ethics a part of everyday work life for employees and management; he gave an example of how ethics requirements are quickly enforced in King County. The board directed the administrator to continue her practice of communicating directly with those individuals who may be required to file both as employees and as board members and to set a third meeting between the executive and the chair in October.

4. *Meeting Schedule.* The board reviewed the remainder of its 2004 meeting schedule and tentatively agreed to meet as follows: August 16, September 20, October 11, and December 13. Due to several absences in November, the board agreed to cancel that month's meeting. Rev. Pruitt moved to approve the tentative meeting schedule for 2004; Dr. Gordon seconded the motion and the board unanimously approved the motion. Ms. Clemens will provide written notice to board members following the meeting.

5. *Destruction of Documents.* Ms. Clemens asked the board to approve destruction of financial disclosure statements filed with the ethics office in 1996, 1997, and 1998. All records have met or exceeded their six year retention schedule as required by King County. Mr. Carlson moved and Dr. Gordon seconded that the board approve the destruction of documents as requested. The board unanimously approved the motion.

6. *Financial Disclosure Statement.* Ms. Clemens briefed the board and drew its attention to the proposed amendment to the 2005 statement of financial and other interests for employees. The proposed amendment to the employee statement is in response to current situations in which certain employees who serve on boards and commissions as part of their official job responsibilities must file separately as both an employee and as a board or commission member. In order to simplify that process, and to ensure that employees are clear that their responses as employees also includes their job-related service on boards and commissions, it is proposed that a question be added as the first question in the statement. It asks the filer to state whether or not he or she serves on a county board or commission, and if so, to provide information related to that board and whether or not the service is part of his or her official job responsibilities. The remainder of the disclosure statement would remain the same except for renumbering and necessary graphics changes. Following review, Mr. Carlson moved and Mr. Saltzman seconded that the board approve the draft text for the 2005 employee disclosure statement. The board unanimously approved the motion.

7. *Event for Board and Commission Chairs.* During the June 28, 2004, meeting, the board determined that it would continue planning for an educational event for board and commission chairs at the next meeting to determine details and explore what roles each board member would play for the success of the event. The board agreed that it would use this process as a learning opportunity for working with citizen volunteers in the future. Following discussion, the board agreed, due to scheduling matters, to move planning for the event to its next retreat, now scheduled for Saturday, January 15, 2005.

8. *Staff Report.* Ms. Clemens briefed the Board. Staff Informational Response Summary. The ethics administrator issued four (4) written staff informational responses (SIR) from June 21, 2004, through July 13, 2004, as requested by employees of King County. Ethics issues address by the responses included: new employee conflict related to former employer; outside employment; employee prizes related to official county business; and raffle associated with employee recognition program. Tri-Jurisdictional Statement of Common Principles. On July 6th, Ms. Clemens mailed the letter drafted by the Chair Price Spratlen, along with the tri-jurisdictional statement, to the following: Wayne Barnett, executive director of the Seattle Ethics and Elections Commission and Paul Dayton, chair of the SEEC; Brian Malarky, executive director of the Washington State Executive Ethics Board and its chair Marilee Scarbrough. The letter stated the purpose of statement and a request for review and comment by August 15, 2004. Proposed Ordinance Relating to Oaths for Disclosure Statements and Forms Under the Code of Ethics. Ms. Clemens noted that the proposed ordinance had been transmitted to the council from the executive and it is anticipated that the matter will be addressed within the next two months.

Mr. Saltzman moved and Dr. Gordon seconded the motion to adjourn the meeting. The board unanimously approved the motion and the meeting was adjourned at 5:27 p.m.

Approved this 16th day of August, 2004, by the King County Board of Ethics.

Signed for the Board: _____
Dr. Lois Price Spratlen, Chair